



Figure 395: Create Database Link dialog

- 3) Enter the location of the database file, select a database file from the drop-down list, or click **Browse** to open a file browser and select the database file.
- 4) Type a name to use as the registered name for the database and click **OK**. The database is added to the list of registered databases and LibreOffice uses the registered name to access the database.

✓ Note

The **OK** button on the Create Database Link dialog is enabled only when both the *Database file* and *Registered name* fields are filled in.

To register a data source that is not in *.odb format:

- 1) Choose **File > New > Database** on the Menu bar to open the Database Wizard (Figure 396). For more about the Database Wizard, see Chapter 2, Creating a Database, of the *Base Handbook*.
- 2) Select **Connect to an existing database** and select the appropriate database type from the drop-down menu. The choices for database type depend on your operating system. For example, Microsoft Access and other Microsoft products are not among the choices if you are using Linux. The example database type menu shown in Figure 396 relates to a Windows 10 installation.

✓ Note

The exact interactions required to connect to a database vary depending on the type of database. Steps 3 and 4 assume that you selected a dBASE database type at step 2.

- 3) Click **Next >**. Type the path to the folder where the dBase files are stored or click **Browse** and use the folder selection dialog to navigate to the relevant folder before clicking the **Select Folder** button.
- 4) Click **Next >**. Select **Yes, register the database for me**, but clear the **Open the database for editing** checkbox.
- 5) Click **Finish**. Name and save the database in the location of your choice.

✓ Note

The above steps create a *.odb format database based on the content of the original dBASE database. The original dBASE database remains unchanged.